

## **City of Newberg**

### **Position Description**

Class Title:	<b>Seasonal Temporary Laborer</b>	Pay Range:	\$12.00 per hour
Department:	Public Works	Location:	PW Maintenance Shop
Section:	Maintenance	Date:	July 2014

---

#### GENERAL PURPOSE:

Performs a variety of unskilled or semi – skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, wastewater, street maintenance, storm drainage, grounds, buildings, facilities, and other utility systems.

#### SUPERVISION RECEIVED:

Works under the close supervision of a Laborer 1, Laborer 2, Lead/Crew Chief, Public Works Supervisor, or Public Works Superintendent.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains records relating to maintenance activities.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Drives non CDL trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand. Operates tractors, mowers and loaders as assigned.

Performs all duties in conformance with appropriate safety and security standards.

Performs as part of a crew or independently in maintenance, repair, and facility systems. Required activities include digging, cleaning, repair of buildings, and facilities, basic grounds keeping, janitorial, maintenance and other semi-skilled and unskilled tasks. This person may be called upon to assist maintenance personnel in the completion of other skilled or semi-skilled jobs. This person may encounter exposure to biological, chemical, electrical, mechanical and noise hazards.

The use of personal protective equipment appropriate to the hazard will be required. Must be able and willing to work indoors and outdoors in all types of adverse weather conditions and physical surroundings.

Operates a variety of power construction and maintenance equipment used in water, wastewater, storm/street, grounds and facility maintenance activities.

Overtime or after hours work may be required.

### DESIRED MINIMUM QUALIFICATIONS:

#### Education and Experience:

- Graduation from high school or GED equivalent.
- Valid Oregon Drivers License
- Any equivalent combination of education and experience

#### Necessary knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
- Basic knowledge of computer operation; Ability to utilize computer for record keeping, reports, and operation of maintenance programs.

### TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, weed eater, edger, common hand and power tools, shovels, wrenches, detection devices, Nextel phones, ditch witch, and ect.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand/eye coordination, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in

high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is occasionally loud.

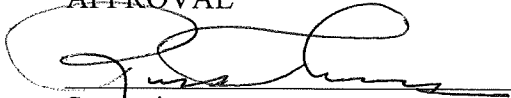
SELECTION GUIDELINES:


Formal application, rating of education and experience; oral interview, reference check, ability to receive necessary security clearances, pre-employment physical screening, including successfully passing the City of Newberg Fit for Duty Testing; job related tests as may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL

  
\_\_\_\_\_  
Supervisor

  
\_\_\_\_\_  
Appointing Authority

Effective Date: Aug, 2011  
Revision History: July, 2014